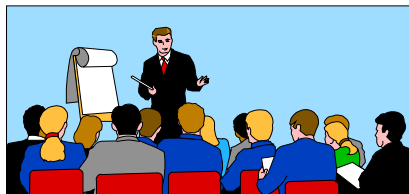


Three Bids May Not Be Necessary for Conference Facilities

Effective April 1, 2005, it will no longer be necessary to get three bids for conference facilities if agencies use a site on the State Travel Office's list of facilities approved for group gatherings. The State Travel Office has contacted hotels across the state that provide conference facilities and has compiled a list of facilities that accept state per diem rates for meals and lodging.



Agencies should consult this list when planning a conference and select a location from those listed. The list is available on the Division of Finance Web site at www.finance.utah.gov. Select *State Travel, Hotels/Group Facilities*. Cities are listed in alphabetical order along with the address, the name and telephone number of the contact person, the size of group that can be accommodated, and special conditions such as free parking.

Agencies still need to complete a form FI 58, State of Utah Travel Quotation Bid Sheet, and have departmental approval. Agencies may contact the hotel and make **tentative** arrangements. The State Travel Office will review the FI 58 and a **draft** contract, identify any inappropriate charges, and assist with any negotiations necessary at this point. If agencies need assistance making a selection, contact the State Travel Office.

Remember, do not sign a contract until the acceptable arrangements have been made and you have received approval from the State Travel Office. The agency will then hold the conference and pay the bills. All payments on the conference should reference the State Travel Office approval number in the document description. The Division of Finance auditors will audit these payments to determine compliance with policy requirements.

The FI 58 form is being revised to reflect this change in policy. The new version will not be ready by April 1, so agencies should continue to use the old form until the new version is available.

If you have questions about group events, contact Tami Nelson at 801-538-3109 or taminelson@utah.gov. ➔

Travel Briefs

State Does Not Pay for Driving Citations

If you receive a citation while driving a rental car on state business, you are personally responsible for paying the fine. The State will not reimburse you for this expense.

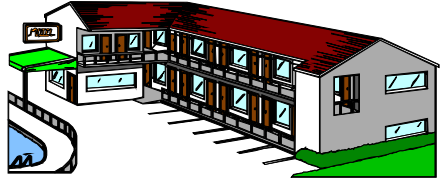
It is important when driving in unfamiliar locations to pay close attention to all road signs and directives and to follow the local regulations. Keep in mind that the rules of the road can vary from state to state.



Booking In-State Hotels Can Be Difficult in Spring and Summer

As we approach the spring and summer months, we want to remind you to book in-state hotel rooms well in advance. You cannot expect to arrive at your destination without a reservation and find a hotel room at the state per diem rate.

If you try to book a reservation **before your trip** and are unable to find a room at per diem, contact the State Travel Office for assistance. You can contact Diann Donoviel at 801-538-3103 (ddonoviel@utah.gov) or Tami Nelson at 801-538-3109 (taminelson@utah.gov). If you wait



until the day before your trip to ask for help, we may not be able to find a room at per diem, so call as far ahead as possible. Keep in mind that if your favorite hotel is booked we will have to reserve a room at another hotel.

Also keep in mind that the State's lodging per diem rate is valid only for single occupancy when traveling on official state business, based on availability.

Because annual events like the Jeep Safari in Moab, the Shakespearean Festival in Cedar City, and spring break in St. George make it all but impossible to find an available hotel room, you should avoid scheduling events or planning trips during these busy times.

Little America Offers Garden View Rooms at Per Diem

Little America has extended the state per diem rate to include their garden view rooms, based on availability. Previously, only courtside rooms were available for the per diem rate.

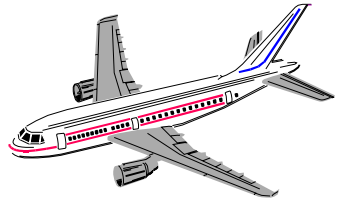
The lodging per diem for Salt Lake City is \$68.



Smaller Aircraft Mean Flights Are Filling Up Sooner

We would like to again remind travelers to book airline reservations as far in advance as possible. The trend is for airlines to fly smaller aircraft, and as a result most flights are now filling up sooner.

In the past, the average aircraft carried 137 to 172 passengers. However, the most commonly used aircraft now carry 115 to 138 passengers.



It is especially important to book early if you need to book a direct flight. Direct flights are always the first to fill up.

State Accountant Carol Young Will Retire in April

After nearly 30 years with the State, Carol Young will retire in April. She has been the State Accountant since 2002, and in that position part of her job has been to supervise the State Travel Office.

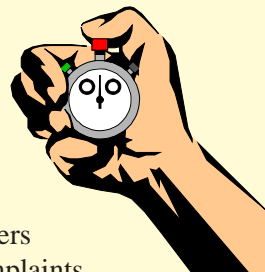
Thank you, Carol, for your many years of hard work. We wish you well. ➔



DOT Report Analyzes Major U.S. Airline Performance

In general, the major airlines performed relatively well in 2004, but not as well as in the previous year. However, according to DOT's Air Travel Consumer Report, the 2004 performance is better than that for most of the past decade. For example, the 19 airlines reporting their on-time performance posted an on-time arrival rate of 78.1% in 2004. That's the fourth-best year for the airlines since 1995, but it is lower than the 82% mark in 2003.

The graphs below compare the 2004 and 2003 numbers in the categories of on-time performance, bumping, complaints to DOT, and mishandled baggage.



On-Time Performance

% Arriving Within 15 Minutes of Schedule

Airline	2004	2003
JetBlue	81.8%	84.3%
Southwest	80.1%	86.3%
United	79.7%	83.3%
US Airways	79.2%	79.7%
Northwest	79.1%	82.9%
Continental	78.9%	82.0%
American	76.8%	81.7%
Alaska	76.5%	81.0%
Delta	76.2%	82.3%
America West	75.7%	82.0%

Bumping

Involuntary Denied Boardings
Per 10,000 Passengers

Airline	2004	2003
JetBlue	0.01	0
United	0.49	0.65
American	0.52	0.59
US Airways	0.65	0.34
America West	0.7	0.4
Northwest	0.78	0.7
Southwest	0.95	1.02
Delta	1.12	1.3
Alaska	1.22	0.81
Continental	1.76	1.06

Complaints to DOT

Per 10,000 Boardings

Airline	2004	2003
Southwest	0.18	0.14
JetBlue	0.27	0.32
Alaska	0.58	0.52
Delta	0.79	0.79
Continental	0.82	0.96
American	0.88	0.88
United	0.89	0.83
Northwest	0.89	0.95
America West	1.02	0.84
US Airways	1.21	0.9

Mishandled Baggage

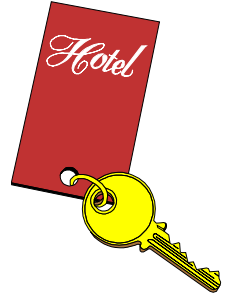
Reports Per 1,000 Passengers

Airline	2004	2003
JetBlue	2.99	3.21
Southwest	3.35	3.35
Alaska	3.51	2.56
Continental	3.58	3.12
United	3.93	3.93
America West	3.98	3.3
Northwest	4.22	3.42
American	4.73	4.45
Delta	5.17	3.84
US Airways	5.33	3.55

You Can Book Reservations on the Internet for Peery Hotel

Travelers and travel planners can now book lodging for the Peery Hotel in Salt Lake City through the hotel's Web site. Making an on-line reservation using a corporate card or a personal credit card will save a phone call to the hotel and will provide a printed confirmation of the reservation. You cannot book lodging on a CTA account.

Begin the on-line reservation by accessing the hotel's Web site at www.peeryhotel.com. Follow the steps listed below to complete the process.



- ✓ Click the *Reservations* tab near the top of the page to go to the first page of the reservation screen.
- ✓ The first screen will prompt you to enter the arrival date, departure date, the number of guests, and a promo code. Enter the code *GOVS*, and click *Next* at the bottom of the page.
- ✓ The next screen asks you to select a room type. Please note that, although you see several options available, **the State will reimburse only \$68**, regardless of the size room you select. Click *Continue* to go to the next step, or click *Previous* to change your arrival and/or departure dates.
- ✓ On the next screen, you need to enter your personal information, as well as your credit card information. All fields with an * are required fields. Click *Next* to go to the final step, or click *Previous* to change your preferences. You can also view hotel policies.
- ✓ The last screen allows you to review your reservation information. When you are satisfied that everything is correct, click *Yes* to book your reservation or *No* to change your reservation.
- ✓ If you click *Yes*, your reservation is confirmed and a confirmation number is generated. Print this information. ➔

Contact Our State Travel Office Agents

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801-538-3350
State of Utah Holidays Observed

*Mountain Time

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